

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: April 1, 2008

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – MARCH REVISION # 03 - 08**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for March 2008. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

The Table of Contents (TOC) has been updated. The sections within the TOC will now link to the particular sections within the PPM from the SCO web shtml page:  
<http://www.sco.ca.gov/ppsd/ppm/toc.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the March 2008 PPM are provided below.

Section B - 003 - Payment Type Suffix Codes, revised.  
036 - Earnings ID, revised.

Section G - 054 - Shift Differential Pay Determination Chart, revised.

Section N - 129.1.2 - 2008 Vehicle Mileage, added.  
130.2.2 - 2008 Standard State Business Mileage Rates, added.  
130.2.3 - Reporting Instructions, revised.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 322-0683 or via email at [acontreras@sco.ca.gov](mailto:acontreras@sco.ca.gov).

DS:AC:CSS